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SECURITY INFORMATION

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Deputy Director of Training (Special)

4 June 1953

Chief, Basic Training Division

Weekly Activity Report # 25
16 - 23 June 1953

I NEW ACTIVITIES

a. [] have devoted considerable time to the development of some special films for use in the Administrative Support Course. These films are on the subject of tradecraft and consist of excerpts from other available films, pieced together into a consistent presentation. Because the cost is quite small and because it is believed that these films will be effective teaching devices, they will be carefully reviewed in order to see whether this sort of thing has possibilities in other courses as well.

25X1

II OLD ACTIVITIES

a. The first presentation of the Administrative Support Course began on 22 June with the following student enrollment:

DD/P - Admin - 2	FI - 6
DD/A - 16	PP - 13
OTR - 2	PM - 1
Total - 40	

b. The undersigned conferred on 19 June with [] SA/DDA, on the general subject of the Administrative Support Course.

c. Phase II was discussed on 23 June with [] who was at Headquarters on that day providing some assistance to the Administrative Support Course.

d. Student comments on the first running of Phase II have been reviewed. The general tone of these comments was favorable. It is believed that the matters which received consistent criticism can be corrected.

e. Students entering Phase II on 29 June were briefed on 17 June.

III PERSONNEL CHANGES

a. On 18 June, [] formerly with the Interim Training Branch, began to work under [] of the Training Development Staff.

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ROBERT B. SHAFFER

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